

Site Plan Review Checklist

(Revised 10/21/15)



General Site Plan Review Requirements

- Minimum 24" x 36" sheet size, to scale: For less than 3 acres, not greater than 1" = 20' • For 3 or more acres at least 1" = 40'
- Title block with sheet number, project name and address, north arrow, scale, and dates(s) of submission/revision
- Name, address, telephone number, and seal with signature of designer. Plan should be issued for "Site Plan Approval Only"
- Legend including relevant calculations

Cover Sheet

- Index of drawings
- Project description with complete legal description of the property including parcel ID numbers.
- Location map to scale
- Quantitative Summary chart including total acreage or square footage of land area, each structure and each proposed use; zoning designation; setbacks; lot coverage; height, number of stories and FAR for each structure; residential density and number of units by type; parking summary; etc.

Existing conditions/ALTA survey

- Seal, signature and contact information of plan preparer.
- North arrow, key and scale
- Topography on the site and within 50' of the site at two-foot contour intervals, referenced to a USGS benchmark.
- Street and road names for all public rights-of-way or private roads, and existing on-site and off-site driveways located within one hundred (100) feet of property boundaries
- Location of any soil borings or seepage tests, existing water features, unique soil conditions or other environmental data.

- Location of existing trees over 10" in diameter or stands of trees.
- Existing utilities including water mains, sanitary sewer mains, and storm sewer, cable, electric, gas, and telephone, including easements
- Location of all existing structures on subject parcel.
- Any recorded easements or deed restrictions.

Demolition Plan

- The location, building type and size of all structures to be demolished; indicate if foundation shall be retained and for what purpose.
- Indicate any underground facilities or utilities and/or pavement that will be removed during construction.
- All trees greater than 10" in diameter that will be removed must be shown with an "X".
- If property is located in an historic district, include a tree survey and structural assessment for any structure to be demolished.

Proposed site plan

- Proposed lot lines, building lines, structures and other improvements within 50' of the site.
- Existing Zoning of the property and zoning of all adjacent properties.
- The following dimensions must be labeled: Distance between buildings, Front, side, and rear setbacks and floor area.
- Detail of foundations and other elements where such elements result in encroachment into the right-of-way
- Location of storage area(s) for hazardous substances, including any underground storage tanks.
- Location of proposed parking and parking layout, including barrier free spaces.

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- The location, surface width and right-of-way width of streets, railways, drives, alleys, easements, curb cut/apron, acceleration and deceleration lanes, pedestrian walkways and loading areas on and adjacent to site. Indicate any paved areas that will be replaced.
- Dimensions, curve radii, and centerlines of existing and proposed access points, roads, and road rights-of-way or access easements
- Driveways and intersections within 50' of the site
- Street and road names for all proposed rights-of-way, proposed change in rights-of-way and private roads, and submission of project name and street names to City's Street Naming Committee for suitability
- Designation of fire lanes and truck routes.
- Location and size of any freestanding sign/sign structures, walls, fences, trash receptacles and mechanical equipment.
- Proposed site lighting
- Extent of any outdoor sales or display area or service areas.

Site Plan Details Sheet

- Cross section details of proposed roads, driveways, parking lots, sidewalks, and non-motorized paths illustrating materials and thickness
- Cross section design details of any screening walls, fences, trash receptacles, mechanical equipment, etc.

Grading and Landscape Plan

- Proposed excavation and/or filling of property; proposed contour changes
- Any proposed filling, draining, cutting, dredging, grading, clearing, or other alterations that are proposed for wetlands.

- Proposed vegetation for the site including location and type of plant materials; include plant list.
- Natural resources to be preserved
- Maintenance or irrigation plans.
- Planting Details

Utility Plan

- Location, size and depth of all water and sewer mains with details of proposed connections.
- Generalized location of other proposed utilities including electrical, cable, telephone and gas connections.
- Location of existing and proposed fire hydrants within 50' of site.
- Location of existing drainage courses, floodplains, streams, and wetlands with elevations
- Location and size of any retention or detention ponds with storm water release calculations.

Phasing Plan (If Applicable)

Where phased construction is proposed, clearly delineate phases and timetable, and each phase must stand on its own regarding density, parking, and landscaping